

AGENDA

This is a virtual meeting that will be moderated online. You will not be able to attend this meeting in person. The public can watch or listen to this meeting in one of 3 ways:

1) Go to the city's You Tube channel, "<https://www.youtube.com/NewLondonAccess>" and click on the "live" feed video link to watch the meeting.

OR

2) You can watch the meeting via the zoom app. Go to the following link to download and watch via the zoom app:

<https://us02web.zoom.us/j/81159963938?pwd=VlY2OGhsVmM0bGdvaHRHTjRabm9rZz09>

You will be asked to download and install the zoom app on your computer or phone and provide your name and email address.

OR

3) You can listen to the meeting over the phone by calling one of the following telephone numbers:

| | | | | | |
|----------------|----------------|----------------|----------------|----------------|----------------|
| 1-929-205-6099 | 1-301-715-8592 | 1-253-215-8782 | 1-346-248-7799 | 1-699-900-6833 | 1-312-626-6799 |
|----------------|----------------|----------------|----------------|----------------|----------------|

You will be asked to enter in a meeting ID of: 811-5996-3938, then push #

You may be asked for a participate ID, do not put in a number, just hit #

You will be asked to enter in a password of 295167, then #

There will not be a public comment session available during this meeting. If you would like to submit a comment for the meeting, please submit it to the city clerk at jackieb@newlondonwi.org. The virtual/online meeting will be opened 30 minutes before the scheduled meeting to set up the meeting. During this set up time, there is likely to be a number of Council, Committee or Board members logging into and communicating with staff to ensure their computers systems are working properly. No discussion or action will be taken during this set up time before the regular meeting begins. The broadcast to the public will begin 5 minutes before the meeting begins.

MEETING NOTICE

PARKS & RECREATION COMMITTEE

Tuesday, May 5th, 2020

4:45 p.m.

Council Chamber, New London Municipal Building

Meeting Documents

1. Call meeting to order, Adopt Agenda
2. Review and recommend a Resolution to apply for Stewardship
3. Update on Comprehensive Outdoor Recreation Plan from ECWRPC
4. Approve agreement with Wolf River Art League on murals located on city owned buildings
5. Recommend to council the purchase of electronic pay stations for the Riverside Park Boat Launch
6. Recommend to council the purchase of cameras for the Riverside Park Boat Launch
7. Continue discussion and recommend action about broadcasting committee meetings
8. Director's Report
9. Chairman's Report
10. Committee Member's Report
11. Next Month Agenda Items
12. Adjournment

Robert Besaw, Chairman
New London Parks & Recreation Committee

Agenda items are listed so as to accurately describe the actions or issue being considered instead of simply the document listing title or the parties to a contract. This is done as such titles or a list of parties to a contract conveys insufficient information to the public on whether a topic or project they are interested in is being considered. It is the policy of the City of New London to comply in good faith with all applicable regulations, guidelines, etc. put forth in the American with Disabilities Act (ADA). To that end, it is the City's intent to provide equal opportunity for everyone to participate in all programs and/or services offered, to attend every public meeting scheduled, and to utilize all public facilities available. Any person(s) in need of an alternative format (i.e. larger print, audio tapes, Braille, readers, interpreters, amplifiers, transcript) regarding information disseminated by the City of New London should notify the City 48 hours prior to a meeting, etc., or allow 48 hours after a request for a copy of brochures, notices, etc. for delivery of that alternative format. Contact ADA Co-Coordinator Paul Hanlon or Chad Hoerth by telephone through: (Relay Wisconsin) – or 920/982-8500 and in person/letter at 215 N. Shawano Street, New London, WI 54961.



Parks & Recreation Office
215 N. Shawano Street
New London, WI 54961
920.982.8521
Fax: 920.982.8665

Aquatic & Fitness Center
815 W. Washington Street
New London, WI 54961
920.9828524

Senior Center & Transit
600 W. Washington Street
New London, WI 54961
Center: 920.982.8522
Transit: 920.982.8523

New London Access
215 N. Shawano Street
New London, WI 54961
920.982.8537

Building & Grounds/
Park Shop
915 W. Wolf River Ave
New London, WI 54961
920.982.8510

DEPARTMENT OF PARKS & RECREATION

CITY OF NEW LONDON

Memorandum

TO: New London Park & Recreation Committee
FROM: Chad Hoerth, Director of Public Services
RE: May 5th Park and Rec Committee Meeting
DATE: April 30th, 2020

REMINDER: THE COMMITTEE MEETING WILL BEGIN AT 4:45PM

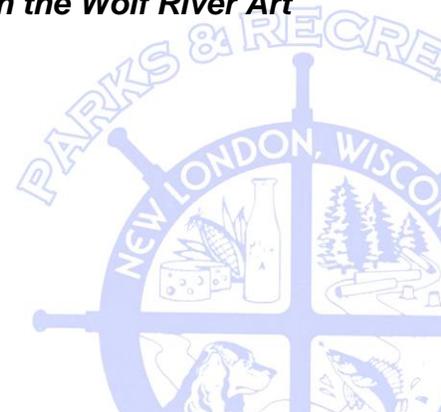
Review and recommend a Resolution to apply for Stewardship -as you know we're working on applying for a CDBG through Outagamie County as well as applying for a Stewardship grant for development of the Newton Blackmore Trail. To proceed with the Stewardship grant, we need a resolution approved by council authorizing the submission. That draft resolution is in your packet.

Possible/recommended motion: "I make a motion that Council considers approving the proposed resolution authorizing staff to apply for Recreational aids for the Newton Blackmore trail.

Update on Comprehensive Outdoor Recreation Plan from ECWRPC- Trish Nau from East Central Wisconsin Regional Planning Commission will be present to provide an update on the progress of our CORP.

Approve agreement with Wolf River Art League on murals located on city owned buildings- at the January committee meeting, the Wolf River Art League asked the committee's permission to paint murals on some city owned buildings. The committee granted that permission. Recently the Art League has come back and has now requested an agreement for each site to ensure some longevity for their efforts. Included in your packet is a copy of the agreement. This version is not the original proposed version from the art league, but an updated negotiated version with some modifications to benefit the city.

Possible/recommended motion: "I make a motion that Council considers approving the proposed agreement with the Wolf River Art League to install murals on city buildings.



Recommend to council the purchase of electronic pay stations for the Riverside Park Boat Launch- as most of you know over the past few months the committee has been discussing the purchase of electronic pay stations for the boat launch. Just as a recap as it's been some time, Chairman Besaw and I started doing research on the cost of these units. Luckily, the City of Oshkosh was looking at the same thing. The staff at Oshkosh found out that the state DNR recently bid out similar units and in that bid specification, the condition was included that all municipal governments in the state can take advantage of that price. Since it's a state wide project, the bids are very competitive. My research in the past has found these pay stations to be anywhere from \$8,000-\$15,000 each. The base price of the state winning bid for these units came in at \$5,900. There are "extra" that I will be recommending, but this base price is very good. I am recommending purchasing two units to be split between the 3 launch bays. A) because if one unit goes down we still have a working unit at the launch and B) during busy times it will speed up the launching process. Below is the proposed budget with itemized costs. I will explain each extra at the meeting:

| | Quantity | Price | Total |
|---|----------|---------------------|---------------------|
| Pay and Display Electronic Station | 2 | \$ 5,900.00 | \$ 11,800.00 |
| Bill Acceptance w/Spare Bill Collection Unit | 2 | \$ 1,560.00 | \$ 3,120.00 |
| Change Giving + Dollar Hopper w/spare hopper | 2 | \$ 3,750.00 | \$ 7,500.00 |
| Cover- Metal Fascia Plate | 2 | \$ 740.00 | \$ 1,480.00 |
| Custom Wrap - Door Only | 2 | \$ 275.00 | \$ 550.00 |
| Annual Software Fee/Payment Gateway/Cellular Connectivity | 2 | \$ 540.00 | \$ 1,080.00 |
| Concrete bollards | 8 | \$ 150.00 | \$ 1,200.00 |
| Electrical Needs | 1 | \$ 2,000.00 | \$ 2,000.00 |
| ADA Path | 2 | \$ 250.00 | \$ 500.00 |
| Contingency | 1 | \$ 1,000.00 | \$ 1,000.00 |
| TOTAL | | \$ 16,165.00 | \$ 30,230.00 |

The unit quoted above will have the ability to accept credit cards and dollar bills, not coins (to accept coins would be an additional cost). The big question I will post to the group will be whether to have the ability to give change. The third item on the list above (Change Giving + Dollar Hopper) would be needed to give change in \$1 coins. There is not an option to provide change in dollar bills (So yes, if someone inserts \$20 for the \$5 charge, they will be getting \$15 back in \$1 coins). So how important is giving change back at the unit? If we do not provide the option to give change, I don't want to put the pressure on the bait shop and push people to the bait shop begging for change (but maybe they like that as people need to purchase something in the bait shop to get change? Johnny can comment on that)... It can be seen as a positive feature making our launch attractable (providing good customer service) for those who do not like to use debit or credit cards. The boat launch fund can handle the cost, but again it's a pricy \$7,500 upgrade if it won't be used much.

Personally thinking about this option over the last week, I think we'll be fine not providing change since we will have the ability to accept credit cards, if someone doesn't have the correct change they can use their credit card. But I admit, I'm of one who doesn't have much for cash in my wallet and uses my debit card for the most part, others prefer using cash. It also will be less hassle for staff to stock the unit with change in \$1 coins.

To finance this project I am proposing using the boat launch fund which currently sits around \$118,000.

Possible/recommended motion: “I make a motion that Council considers authorizing the purchase of the proposed Electronic Pay Stations for the Boat launch financed from the Boat Launch fund.

Recommend to council the purchase of cameras for the Riverside Park Boat Launch- in conjunction with the electronic pay station project, I’m working on gaining information for security cameras at the boat launch. I’d like to see some cameras at the site overlooking the launch bays and these new electronic pay stations. Unfortunately I don’t have numbers just yet on the cost. I’m working with NL Utilities to see if our best option is to piggyback on the street light/camera program that they are working with Chief Schuleter on. I wanted to at least have the topic on the agenda in the event I can get numbers and make a recommendation at the meeting. This project cost can also be financed from the boat launch fund.

Continue discussion and recommend action about broadcasting committee meetings- previously the committee talked about broadcasting committee meetings. Ironically, whether we liked it or not, we’ve been testing this concept this past month due to the Covid-19 situation. So, based on what you’ve seen thus far in broadcasting committee meetings on You Tube, the general question is: do we want to “*continue*” broadcasting committee meetings after the Covid-19 situation passes. The method on how we do it (what equipment do we need) is something I can investigate with our new Video Producer when we look at upgrading our video equipment, but the general concept of broadcasting committee meetings is something the committee and council should decide....and are we going to broadcast all committee meetings or just specific ones?

Director’s Report

1. Years of Service Report (Since we did not have meetings last month and we won’t have a Board of Public Works meeting this month, here are the Anniversaries for March & April for the entire department):
 - James Coakley (WWTP Operator) completed 1 year of service on March 4th
 - Julie Giesen (Facility Custodian) completed 2 years of service on April 2nd
 - Paul Nelson (Parks Laborer/Mower) completed 5 years of service on April 20th
 - Jayne Murphy (Administrative Assistant) completed 1 year on April 22nd
2. Department Usage & Financial Statistics –Reports will be emailed before the meeting.
3. Upcoming/Past Events –
 - Due to the Covid-19 situation, pretty much all events have been put on hold.
4. Updates on Projects/Notable Information:
 - Ginger and I are working on evaluating the Video Producer applications. We have narrowed the field down to the top 10 out of 33 applications. We are now asking each

of the top 10 to submit 2 videos to showcase their talents. We'll then review that talent and narrow the field down further to begin the interview process.

- The PD HVAC project has been put on hold until the COVID-19 pandemic has passed. We did not want people traveling from other cities and potentially infecting our police workforce.
- Ginger, several other department staff and myself have been participating in a noon “zoom” meeting the WPRA (Wisconsin Parks and Rec Association) have been hosting. The meetings have had a daily participation of anywhere from 100-200 Park and Rec professional statewide. There are a TON of questions that are coming up in regards to the future of Park and Recreation services. The level of service will drastically change in the upcoming year if not years. The state association is sending letters to the governor's office requesting clarification for how Park and Rec services should operate this summer like:
 - How or can we run swimming lessons or open pools with social distancing? Will we have number participant in the pool just like Wal Mart is doing today?
 - If park bathrooms are opened, are their going to be cleaning requirements?
 - Will programs (like Camp Hatten or instructional programs) have enrollment limitations?
 - Do we need to have specific waivers or language inserted into our current waiver forms in regards to Covid-19 transmission?
 - Will rec staff be asked or required to wear PPE (masks, gloves, etc.) when working with youth?

These are just a few of the many questions that are being asked. We're hoping we get proper guidance from the state on these items so park and rec departments can move forward in a consistent statewide manner.

CITY OF NEW LONDON
RESOLUTION NO. _____

**RESOLUTION FOR OUTDOOR
RECREATION AIDS**

WHEREAS, the City of New London, is interested in acquiring or developing lands for public outdoor recreation purposes as described in the application, and;

WHEREAS, financial aid is required to carry out this project;

THEREFORE, BE IT RESOLVED, that the City of New London, has budgeted a sum sufficient to complete the project or acquisition and HEREBY AUTHORIZES, Director of Public Services to act on behalf of the City of New London to:

Submit an application to the State of Wisconsin Department of Natural Resources for any financial aid that may be available;

Submit reimbursement claims along with necessary supporting documentation within 6 months of the project completion date;

Take necessary action to undertake, direct and complete the approved project.

BE IT FURTHER RESOLVED that the City of New London will comply with state or federal rules for the programs to the general public during reasonable hours consistent with the type of facility; and will obtain from the State of Wisconsin Department of Natural Resources or the National Park Service approval in writing before any change is made in the use of the project site.

Dated this 12th day of May, 2020

Resolution introduced and adoption moved by Alderperson _____.

Motion for adoption seconded by Alderperson _____.

On roll call, adopted by a vote of X ayes to X nays.

ATTEST:

Mark Herter, Mayor
City of New London
Waupaca County
State of Wisconsin

Jackie Beyer, City Clerk

THIS INSTRUMENT DRAFTED BY:

Name

New London City Attorney

Address

MURAL INSTALLATION AND MAINTENANCE AGREEMENT

This Mural Installation and Maintenance Agreement is made this _____ day of _____, 2020 in the City of New London, State of Wisconsin by and between (building owner) and the Wolf River Art League.

1. Owner covenants that the Owner owns the property located at_____. The Owner hereby authorizes the Wolf River Art League to install a mural on the _____ side of the building in the approximate size and makeup as indicated on Exhibit "A" attached hereto. The Wolf River Art League will complete installation of the mural within 120 days of the date of this Agreement.
2. This Agreement shall be for a term of five (5) years unless terminated pursuant to paragraph 5 herein.
3. The Owner covenants to keep in a good state of repair the surface of the building upon which the mural is painted.
4. The Wolf River Art League will assist the Owner and make any necessary repairs to the mural's artistic content, including but not limited to restoring damaged portions of the mural with the Owner's cooperation.
5. Owner may terminate this Agreement (1) If the Wolf River Art League fails to install the mural as specified as set forth in Exhibit "A"; (2) If the Wolf River Art League fails to complete installation of the mural within the time set forth in Article I; (3) If the Wolf River Art League fails to maintain the mural in as close to its original rendering as possible. Upon termination of this Agreement, either pursuant to this paragraph or the expiration of this Agreement, the Owner may cover and/or remove all or part of the mural at its discretion and expense. The City may terminate the agreement if any building is scheduled for removal or moved because of fire, natural disaster or an inclusion of the building in the plan for the Riverside Development Project.
6. Neither the Wolf River Art League or its members nor the owner of the building shall be liable to the other party for any consequential, indirect or incidental damages based on contract, negligence or strict liability.

Dated _____, 2020

Dated _____, 2020

Owner:

Wolf River Art League

VenTek International Budgetary Quotation

| | | | |
|----------------|--|---------------------|--------------------|
| Project | City of New London Wisconsin Boat Launch | Date | 19-Mar-2020 |
| Client | | Client Phone | |
| Address | | Account Mgr | Victoria Iacovetto |
| Contact | Victoria Iacovetto | Validity | 90 days |
| Email | victoria@ventek-intl.com | Phone | 707-773-3373 |

Thank You for Choosing VenTek

Part I - Capital Costs - Hardware, Installation, Setup & Services

| AUTOMATED FEE MACHINE | | | | |
|---|---|----------|------------|-----------------|
| Item | Description | Quantity | Unit Price | Extended Price |
| E1 | M600 Pay and Display, Includes 1 year Warranty Power Configuration: AC Connectivity: 4G Cellular - Verizon Payment Mode: Credit Card Acceptance | 2 | \$5,900 | \$11,800 |
| | Bill Acceptance w/ Spare Bill Locking Revenue Collection Unit | 2 | \$1,560 | \$3,119 |
| | Coin Acceptance /Spare Revenue Collection Units | 2 | \$1,335 | \$2,670 |
| OPT1 | Change Giving | per unit | \$1,270 | |
| OPT1A | Dollar Hopper w/ spare hopper | per unit | \$2,480 | |
| | Cover - Canvas Bag | per unit | \$540 | |
| | Cover - Metal Fascia Plate | per unit | \$740 | |
| | Cover - Roll Shutter | per unit | \$3,495 | |
| | Custom Wrap - Door Only | 2 | \$275 | \$550 |
| | Shipping | per unit | \$350 | Included |
| AFM REVENUE COLLECTION EQUIPMENT | | | | \$18,139 |

| INSTALLATION & TRAINING | | | | |
|------------------------------------|--|----------|------------|----------------|
| Item | Description | Quantity | Unit Price | Extended Price |
| INSTS1 | Remote Installation & Training - Base Fee for 1st AFM and Training - Training Conducted remotely directly with VenTek. | 1 | | Included |
| INSTALLATION & TRAINING | | | | \$0 |

Part II - Operating Costs - Software Subscription Fees

| ANNUAL SOFTWARE SUBSCRIPTION FEES | | | | |
|--|---|----------|------------|----------------|
| Item | Description | Quantity | Unit Price | Extended Price |
| SW | Cloud Based System Management - User credential for venVUE®, VenTek's web based management system, Secure PCI Level 1 Certified Server on Amazon Cloud for Data Storage & Payment Gateway, and Cellular Connectivity. | 2 | \$540 | \$1,080 |
| ANNUAL SOFTWARE SUBSCRIPTION FEES | | | | \$1,080 |

| | |
|--|-----------------|
| Automated Fee Machine - Revenue Collection Equipment | \$18,139 |
| Installation and Training | \$0 |
| Annual Recurring Software Subscriptions Including Payment Gateway | \$1,080 |
| Total | \$19,219 |

| WARRANTY | | | | |
|----------|---|----------|------------|----------------|
| Item | Description | Quantity | Unit Price | Extended Price |
| STDW | Standard Warranty: Free Unlimited Tech Support for 3 Months / Warranty Issues for 12 months | Incl. | incl. | incl. |
| EXTW | Extended 1 Year Factory Warranty (Recommended for years 2+) | 2 | \$500 | |
| OL1 | Onsite Service Calls billed at \$150/hr. Including Time and Material | per hour | \$150 | |
| AH1 | After Hours Telephone Support Hourly Labor Rate \$150.00/hr. (Billed in 15 min increments) | per hour | \$150 | |

Notes:

- Shipping is an Estimate Only - Actual Costs will be billed upon shipment
- Payment Gateway - As a Level 1 PCI Service Provider VenTek offers a Secure Electronic Gateway. This allow VenTek's customers to establish a direct connection between the VenTek System and their Payment Card Processor. VenTek warrants that our Payment Gateway will remain PCI-compliant for the duration of service delivery and that our pricing will be lower than comparable products. Includes Cyber Insurance.
- venVUE System Management, venSTATION Data Hosting and CDMA Cellular Connectivity are billed Annually
- (1) year factory warranty included
- Installation Includes securing the unit to a surface prepared per installation drawing, connecting existing electrical inside the unit, installing software, network programming and configuration, and installation of all parts and peripherals necessary for unit operation.
- Installation Quote does not include Site Prep: Concrete or Conduit Work, Pulling Electrical or Communication Cables or Removal of Existing
- Installation Quote is an estimate based on standard installation. Additional fees billed at time and Material +10%
- Onsite Training is conducted during and/or after installation. If VenTek must come back onsite, time will be billed at \$150/hr Including travel and
- venVUE System Management training conducted remotely via WebEx
- ADA Compliant for height, control and reach
- All funds due are in U.S. dollars. Terms Net 30 from date of delivery. 1.25% finance charge (15% per annum) applied to balances over 30 days past

VenTek International Budgetary Quotation

| Item | Description | Quantity | Unit Price | Extended Price |
|------|--|----------|------------|----------------|
| SP1 | Spare 40A Battery | per unit | \$179 | |
| SP2 | Spare Credit Card Reader | per unit | \$450 | |
| SP3 | Spare Bill Acceptor | per unit | \$956 | |
| SP4 | Spare Coin Acceptor | per unit | \$615 | |
| SP5 | Spare venSTATION Controller | per unit | \$1,775 | |
| SP6 | Spare venSTATION Display | per unit | \$755 | |
| SP7 | Spare Printers, Including Cable | per unit | \$1,495 | |
| SP10 | Spare keypads 1x4 | per unit | \$134 | |
| SP11 | Spare keypads 3x4 | per unit | \$180 | |
| SP12 | Spare Modem GSM/GPRS | per unit | \$522 | |
| SP17 | Recommended Spares - Configuration dependent | 1 per 10 | Quote | |

| CONSUMABLES | | | | |
|-------------|--|-------------|------------|----------------|
| Item | Description | Quantity | Unit Price | Extended Price |
| C1 | Custom VenTek Annual Pass/Value Cards - Lot of 1000 | per card | \$1.50 | |
| C2 | Standard Ticket Paper Rolls (Order quantity 10+ rolls) 1" core | per roll | \$55 | |
| C3 | Custom Ticket Paper Rolls (Order quantity 55+ rolls) - Estimate only | per roll | Quote | |
| C4 | Cleaner - Thermal Printer, box of 25 | per cleaner | \$1 | |
| C5 | Cleaner - Credit Card Reader, box of 50 | per cleaner | \$1 | |
| C6 | Bill Acceptor, box of 15 | per cleaner | \$3 | |
| C7 | Canned Air | per unit | \$5 | |